

## Registering for the INSPECT WebCenter



1. Begin by going to the general information page at [www.in.gov/inspect](http://www.in.gov/inspect) and clicking the INSPECT logo which says "Click Here to Login to the WebCenter". Click "Register" once you are at the WebCenter Login screen.
2. Complete the online application and be sure to provide your secure, private email address when registering. It is against INSPECT's security policy to email a user's confidential login information to an office-wide or third party email address. It is important to note that just because the online registration has been submitted does not mean your application is complete. To process and approve the application, an account re-authentication form must be submitted to the INSPECT office. Please do not submit multiple online registrations.
3. Complete the re-authentication form with your personal information. You will be prompted to print this form when you register online. A copy of that form is available at [www.in.gov/inspect](http://www.in.gov/inspect). Every field on the form is required. If any part is left blank, your registration will not be processed. If you are a law enforcement registrant, you must also provide a letter of intent with a supervisory signature with your account re-authentication form.
4. Have your re-authentication form notarized when you sign it. (Notaries are available at every bank.)
5. Mail the notarized form (and letter of intent if necessary) to the INSPECT program at: 402 W. Washington Street Room W072, Indianapolis IN 46204. If the notary seal is a stamp and visible over fax or email transmission you may fax it to 317-233-4236 or email it as an attachment to [inspect@pla.in.gov](mailto:inspect@pla.in.gov).
6. Upon receipt of the account re-authentication form in the INSPECT office your registration will be processed and you will receive login information at the email address provided on your re-authentication form. You can login to the INSPECT WebCenter by going to our general information page at [www.in.gov/inspect](http://www.in.gov/inspect) and clicking the INSPECT logo which says "Click Here to Login to the WebCenter". Processing usually takes 1-2 business days.

INSPECT Users & Non-users: Ensure your email and mailing addresses are current with INSPECT staff ([inspect@pla.in.gov](mailto:inspect@pla.in.gov)) and the Medical Licensing Board ((317) 234-2060), Board of Pharmacy ((317) 234-2067), or Nursing Board ((317) 234-2043).

### Proper Use of INSPECT

As a reminder, practitioners may only obtain information from INSPECT to provide treatment or evaluate the need for treatment to a patient. This includes patients who have made appointments for an initial office visit or persons who have presented a prescription to a pharmacist. Practitioners may not request a report on office/pharmacy staff, prospective employees, or anyone else for whom there is no medical chart/record available on-site for review at the practitioner's office/pharmacy location. Law Enforcement users must have an open, active investigation with a case number in order to obtain information from INSPECT. INSPECT usage policies and guidelines are available for review at [www.in.gov/inspect](http://www.in.gov/inspect).

### Eligibility

Eligibility for access to INSPECT is limited to practitioners that hold an individual DEA number along with a valid CSR (controlled substance registration) license, and sworn law enforcement officials. However, a user may choose to designate an "agent" within their office to access the WebCenter on behalf of the registered user. Any misuse of an INSPECT WebCenter account will fall solely on the registered practitioner so both parties should be well aware of usage policies. For questions on agents please email [inspect@pla.in.gov](mailto:inspect@pla.in.gov).

Indiana Code 35-48-7-5.8 defines a practitioner as, "...a Physician, Dentist, Veterinarians, Podiatrists, Nurse Practitioners, Scientific Investigators, Pharmacists, or any other institution or individual licensed, registered, or otherwise permitted to distribute, dispense or conduct research with respect to, or administer a controlled substance in the course of professional practice or research in the United States.

### Links

INSPECT Homepage: [www.in.gov/inspect](http://www.in.gov/inspect)

INSPECT WebCenter Login page:  
<https://extranet.pla.in.gov/PMPWebCenter/Login.aspx>

Health Information Privacy & HIPAA:  
<http://www.hhs.gov/ocr/privacy/>

IC 35-48-7:  
<http://www.in.gov/legislative/ic/code/title35/ar48/ch7.html>

Indiana State Medical Association: <http://www.ismanet.org/>

National Alliance for Model State Drug Laws:  
<http://www.namsdl.org/home.htm>

Please email [inspect@pla.in.gov](mailto:inspect@pla.in.gov) with any questions.